



**RHODE ISLAND DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**  
Office of Water Resources

**2005 Annual Report Guidance Fact Sheet**  
MS4 General Permit

The following guidance is intended to aid Phase II MS4 permittees in developing compliant 2005 Annual Reports. Organized by minimum measure, this fact sheet identifies and clarifies minimum measure strategy, procedure and program implementation requirements for the Year 2 permit cycle ending in December 2005. Please note that many of the Year 1 procedural requirements begin implementation in Year 2. These implementation requirements must be discussed extensively in the 2005 Annual Report. Under the heading "Be Sure to...", the Department has identified items that **MUST** be discussed in detail as well as what supporting documentation must be submitted to verify permittee compliance. Please submit all or as much of the supporting documentation as applicable as noted for each minimum measure. For future planning, Year 3 requirements are also listed.

**General Annual Report Guidance**

- Please be sure that the BMP ID used in your SWMPP is either the Permit Requirement ID# or is correspondingly matched to the Permit Requirement ID# in the Annual Report. In Part II Overall Evaluation, please be sure to identify and describe each measurable goal by Permit ID# or BMP ID.
- **You MUST submit a complete and updated copy of your SWMPP.** Any modifications, such as changes to selected BMP's or measurable goals, resulting from your evaluation of the program in the 2005 Annual Report should not already be included in this submitted SWMPP, but should be appended to the 2005 Annual Report.
- Either copies of all procedures developed during the corresponding reporting year must be submitted, or the location in the SWMPP must be specified by section or page #.
- Do not leave any sections of the Annual Report blank. If no actions were taken, please note so appropriately and explain why.
- Please note that proper and thorough activity tracking and record keeping (i.e. logs, databases, photographic documentation) is necessary for accurate and compliant reporting as well as for assessing the status, appropriateness and effectiveness of BMP's.
- **Supporting documentation MUST be submitted with the Annual Report. Further guidance is provided below.**

**Public Education and Outreach**

Year 2 Requirements	
IV.B.1.b.2	Start informing the community on how to become involved in the storm water program and utilizing partnerships with governmental and non-governmental entities
IV.B.1.b.4	Start listing target pollutant sources the public education program is designed to address

**Be Sure to...**

- **Identify who was reached. What % population was reached? Who is the target audience?**
- **Identify and discuss how the community was reached. Were pamphlets, newspapers, or brochures used? Provide samples.**
- **Identify and describe the overall message.**
- **Identify if any specific pollutants or pollutant sources are targeted. If so, describe if the pollutants are related to impairments to a waterbody to which the MS4 discharges or is related to implementation of an approved TMDL.**
- **Describe how the public involved. What activities occurred and what groups were engaged?**

## **Public Involvement/Participation**

Year 2 Requirements	
IV.B.2.b.2.i	Start identifying the target audiences of the public involvement program and describing the groups engaged
IV.B.2.b.2.ii	Start describing the types of public involvement activities in the program
IV.B.2.b.2. iii	The operator must provide adequate public notice of the draft Annual Report and provide the opportunity for public comment <i>(*Adequate public notice <b>MUST</b> be provided annually)</i>

### **Be Sure to...**

- Identify who was reached. What % population was reached? Who is the target audience?
- Identify and discuss how the community was reached. Were pamphlets, newspapers, or brochures used? Provide samples.
- Identify and describe the overall message.
- Identify if any specific pollutants or pollutant sources are targeted. If so, describe if the pollutants are related to impairments to a waterbody to which the MS4 discharges or is related to implementation of an approved TMDL.
- Describe how the public involved. What activities occurred and what groups were engaged?
- Complete Part III, Section 2 of the Annual Report to provide public notice information.

Year 3 Requirements	
IV.B.2.b.2. iii	The operator must provide adequate public notice of the draft Annual Report and provide the opportunity for public comment <i>(*Adequate public notice <b>MUST</b> be provided annually)</i>

## **Illicit Discharge Detection and Elimination**

Year 2 Requirements	
IV.B.3.b.2	Start implementing strategies for tagging outfall pipes <b>if GIS maps are not being developed</b>
IV.B.3.b.4	<b>MUST</b> adopt a regulatory mechanism (ordinance) to prohibit and enforce illicit discharges to the MS4
IV.B.3.b.5.i	Start locating priority areas which include areas with higher likelihood of illicit connections
IV.B.3.b.5.ii	Start implementing procedures for the receipt and consideration of complaints
IV.B.3.b.5.iii	Start tracing the source of an illicit discharges
IV.B.3.b.5.iv	Start removing the source of the illicit discharges
IV.B.3.b.5.v	Start implementing procedures for program evaluation and assessment
IV.B.3.b.5.vi	Start implementing procedures to inspect catch basins and manholes for illicit connections and non-storm water discharges. <b>Consider coordinating these inspections with the Year 3 requirement to annually inspect and clean catch basins prescribed in IV.B.6.b.1.iii</b> <i>(*All catch basins and manholes <b>MUST</b> be inspected at least once by Year 4: 2007)</i>
IV.B.3.b.5.vii	Start implementing procedures for conducting a minimum of two dry weather surveys, one between Jan 1 and April 30 and one between July 1 and Oct 31. (Sanitary sewers-bacteria sampling is only required once between July 1 and Oct 31) <i>(*Surveys <b>MUST</b> be completed by Year 4: 2007)</i>
IV.B.3.b.6	Start coordinating with other physically interconnected MS4s including State and federal owned or operated MS4s, when illicit discharges are detected
IV.B.3.b.7	Start referring non-storm water discharges not authorized by this permit or a pre-existing permit to RIDEM
IV.B.3.b.9	Start recording and tracking all actions taken to detect and address illicit discharges

### **Be Sure to...**

- Provide an Excel table of outfalls. A template was provided by RIDEM.
- Submit the ordinance or relevant sections to DEM within 30 days of adoption and certification by city solicitor.

- Describe process of ordinance development and adoption.
- Provide sample complaint call logs, routing forms, etc.
- Identify who is receiving complaints. Describe how referrals are completed.
- Identify how you prioritize illicit discharges for investigation and removal and a proposed schedule for investigation and removal
- Provide example field survey forms and copies of high priority ones.
- Identify # of observed outfalls with discharges and those with illicit discharges. How/when were they traced? How many were removed? How many were evaluated?
- Provide sample catch basin inspections forms. Provide a list of catch basins and logs or summaries of inspections.
- Identify # referrals to DEM for non-allowable stormwater discharges the operator has deemed appropriate to continue discharging to the MS4. Provide a brief description.
- Complete Part III, Section 4 of the Annual Report to provide information on interconnections.
- Complete Part III, Section 5 of the Annual Report to provide information on illicit discharge inspections.

Year 3 Requirements	
IV.B.3.b.1	<u>MUST</u> develop an outfall map showing the location of all outfalls and names of receiving waters by Dec 2006

## **Construction**

Year 2 Requirements	
IV.B.4.b.1	<u>MUST</u> adopt a regulatory mechanism (ordinance) to require erosion and sediment controls, control of other wastes, as well as sanctions to ensure compliance at construction sites
IV.B.4.b.2	Start developing procedures to issue and track permits to ensure compliance with the erosion and sediment control regulatory mechanism including sanctions and enforcement mechanisms for all construction sites $\geq 1$ acre
	<u>MUST</u> issue and track permits and implement policies and procedures for all construction projects resulting in land disturbance $\geq 1$ acre
IV.B.4.b.4	Develop procedures for plan and SWPPP review
	<u>MUST</u> review 100% of plans and SWPPP's for construction projects 1-5 acres by Dec 2005
IV.B.4.b.5	Develop procedures for coordination of site plan and SWPPP review when relying on State program reviews of construction activity
	<u>MUST</u> start coordinating with existing State programs as consistent with the requirement to review 100% of plans by 2005 (IV.B.4.b.4)
IV.B.4.b.7	Develop procedures for site inspection and enforcement procedures for erosion and sediment control measures
	<u>MUST</u> inspect 100% of all construction projects that discharge or have the potential to discharge to the MS4 by Dec 2005
IV.B.4.b.8	Develop procedures for referral to the State of non-compliant construction site operators (*Start implementing procedures by Year 3)

### **Be Sure to...**

- Submit the ordinance or relevant sections to DEM within 30 days of adoption and certification by city solicitor.
- Submit copies of procedures if not already submitted.
- Complete Part III, Section 6 of the Annual Report to provide information on plan and SWPPP reviews.
- Complete Part III, Section 7 of the Annual Report to provide information on erosion and sediment control inspections.

Year 3 Requirements	
IV.B.4.b.8	<u>MUST</u> implement procedures for referral to the State of non-compliant construction site operators

## **Post Construction**

<b>Year 2 Requirements</b>	
IV.B.5.b.2	Description of how the program is consistent with the State of Rhode Island Stormwater Design and Installation Manual and how the program will be tailored for the local community/facility, minimize water quality impacts and work to maintain pre-development runoff conditions
IV.B.5.b.3	Develop procedures for pre-application meetings with representatives of construction projects <i>(*Start implementing procedures by Year 3)</i>
IV.B.5.b.4	Develop procedures for plan review of post-construction BMP's for the control of storm water runoff <b>MUST</b> implement a program to review 100% of plans for construction projects $\geq$ 1acre. 100% of plans <b>MUST</b> be reviewed by 2005
IV.B.5.b.5	Develop strategy to describe how the program will coordinate with existing State programs requiring post-construction storm water management <b>MUST</b> start coordinating with existing State programs as consistent with the requirement to review 100% of plans by 2005 (IV.B.5.b.4)
IV.B.5.b.6	Develop procedures for referral to the State of new discharges of storm water associated with industrial activity <b>MUST</b> start implementing referrals as consistent with the requirement to review 100% of plans by 2005 (IV.B.5.b.4)
IV.B.5.b.9	<b>MUST</b> adopt a regulatory mechanism (ordinance) to address post-construction runoff from new development and redevelopment including requirements for proper installation and operation and maintenance of structural BMP's, requirements and standards for non-structural BMP's, as well as sanctions to ensure compliance at construction sites
IV.B.5.b.10	Develop procedures for post-construction inspection of BMP's <b>MUST</b> implement such procedures to inspect 100% of all development $\geq$ 1 acre that discharge or have the potential to discharges to the MS4. 100% of all developments <b>MUST</b> be inspected by 2005
IV.B.5.b.12	Develop procedures and strategies to develop a program to identify existing storm water structural BMP's discharging to the MS4 with a goal of ensuring long-term O&M of the structural BMP's <i>(*Start implementing procedures by Year 3)</i>

### **Be Sure to...**

- **Submit the ordinance or relevant sections to DEM within 30 days of adoption and certification by city solicitor.**
- **Submit copies of procedures if not already submitted.**
- **Complete Part III, Section 6 of the Annual Report to provide information on plan and SWPPP reviews.**
- **Complete Part III, Sections 8 and 9 of the Annual Report to provide information on post construction inspections.**

<b>Year 3 Requirements</b>	
IV.B.5.b.3	Start implementing procedures for pre-application meetings with representatives of construction projects
IV.B.5.b.12	Start implementing a program to identify existing storm water structural BMP's discharging to the MS4 with a goal of ensuring long-term O&M of the structural BMP's

## **Pollution Prevention and Good Housekeeping**

<b>Year 2 Requirements</b>	
IV.B.6.b.1.i	Continue identifying, locating and describing all structural BMP's owned/operated by the small MS4 operator
IV.B.6.b.1.ii	Start inspecting and cleaning BMPs
IV.B.6.b.1.iii	Start implementing procedures for an annual catch basin inspection and cleaning program. <b>Consider coordinating this inspection and cleaning program with the Year 4 requirement to inspect catch basin and manholes for illicit connections prescribed in IV.B.3.b.5.vi</b> <i>(*Program MUST be fully implemented by Year 3: 2006)</i>
IV.B.6.b.1.iv	Minimize erosion of road side shoulders and ditches

IV.B.6.b.1.v	Start identifying and reporting annually the known discharges causing scouring at outfall pipes or outfalls with excessive sedimentation
IV.B.6.b.1.vi	Start implementing procedures for the establishment of a road sweeping program that includes sweeping all streets and roads within the regulated area annually <i>(*Program <b>MUST</b> be fully implemented by Year 3: 2006)</i>
IV.B.6.b.1.vii	Start implementing maintenance activities, schedules and long-term inspection for controls to reduce floatables
IV.B.6.b.1.viii	Start properly disposing of removed wastes from the MS4
IV.B.6.b.2	Report and describe all operations under legal control that may have the potential to introduce pollutants into storm water <i>(*List and description <b>MUST</b> have been submitted in March 2004)</i>
IV.B.6.b.4	Start implementing procedures for the establishment of a BMP O&M and good housekeeping program for non-industrial facilities with the potential to introduce pollutants to their storm water discharges with the goal of minimizing/eliminating pollutant runoff <i>(*<b>MUST</b> fully implement all BMPs and procedures by Year 4: 2007)</i>
IV.B.6.b.7	Assess flow management projects
IV.B.6.b.8	Start implementing procedures for proper erosion and sediment and water quality control for construction projects

#### Be Sure to...

- Provide sample forms, maps, Excel tables and other applicable summary tables.
- Identify the # of roadside ditches and those stabilized.
- Provide a Sample sweeping log
- Provide sample maintenance logs and a description of maintenance activities.
- Identify amount of waste/sediment removed and disposed
- Provide records of inspections for O&M
- Identify SWPPP facilities that meet industrial definition. Provide summary of inspection results and maintenance of structural BMP's.
- Complete Part III, Section 10 of the Annual Report to provide information on structural BMP's.
- Complete Part III, Section 11 of the Annual Report to provide information on discharges causing scouring or excessive sedimentation.

Year 3 Requirements	
IV.B.6.b.1.iii	<b>MUST</b> implement an annual catch basin inspection and cleaning program by Dec 2006. <b>Consider coordinating this inspection and cleaning program with the Year 4 requirement to inspect catch basin and manholes for illicit connections prescribed in IV.B.3.b.5.vi</b>
IV.B.6.b.1.vi	<b>MUST</b> implement a program to sweep all streets and roads within the regulated area annually by Dec 2006